

**SECOND MODIFICATION  
TO THE CHARTER CONTRACT BETWEEN  
THE SCHOOL BOARD OF POLK COUNTY, FLORIDA  
AND OUR CHILDREN'S ACADEMY, INC.**

Pursuant to Section I. B(4) of the Charter Contract between THE SCHOOL BOARD OF POLK COUNTY, FLORIDA, hereinafter Sponsor, and OUR CHILDREN'S ACADEMY, INC., hereinafter School, dated June 27, 2006, this second modification to the Charter Contract was presented to and approved by the School Board at its meeting on February 27, 2007 and agreed to by the Our Children's Academy's governing board as follows:

Appendix 8, referred to as the Disaster Preparedness Plan,

Appendix 16, referred to as the By-Laws and Articles of Incorporation,

Appendix 17, referred to as the School's Parental Contract,

Appendix 18, referred to as the Drug Free Workplace General Policy Statement, and

Appendix 20, referred to as the School's Employee Handbook,

and attached hereto is agreed upon by the Sponsor and the School and is incorporated into the Charter Contract effective as of February 27, 2007.

All other provisions of the Charter Contract shall remain in full force and effect.

**OUR CHILDREN'S ACADEMY,  
INC.**

**THE SCHOOL BOARD OF POLK  
COUNTY, FLORIDA**

By *J. Roorman*  
Chairperson

By *Margaret Lofton*  
Margaret Lofton, Board Chair

Attest *Stephan Manz*  
Secretary

Attest *Gail M<sup>c</sup> Kinzie*  
Gail McKinzie, Secretary

Date: 3/30/07

Date: February 27, 2007

(SEAL)

(SEAL)

APPROVED AS TO  
FORM AND LEGALITY  
*CB*  
ATTORNEY - PCSB



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**Item Author**

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**Agenda**

02-27-07 Special School Board Meeting

**Category**

Consent

**Sub-Category**

Administration - Office of School Choice

**Title**

Second Modification to Our Children's Academy Contract

**Description**

To approve the contract appendices for Our Children's Academy (Disaster Preparedness Plan, By-Laws & Articles of Incorporation, School Parental Contract, Drug Free Workplace Policy, School Employee Handbook)

This item was placed on the February 13, 2007 work session agenda.

**Recommendation**

To approve the contract appendices for Our Children's Academy

**My Contact**

Carolyn Finch, Senior Director, Office of Magnet, Choice and Charter Schools

(863) 534-0631

**Financial Impact**

Existing charter school budget(s)

**Attachments: (list)**



[School Paren...](#)



[Drug Free Wo...](#)



[Employee Han...](#)



[Disaster Pre...](#)



[BM Summary O...](#)



[By Laws & Ar...](#)

**History:**

Agenda Item Added by Carla McMullen - 2/15/2007 9:49:23 AM  
 BM Summary Our Children's Academy Appendices 2 27 07.doc added as an attachment by Carla McMullen - 2/15/2007 9:49:36 AM  
 Disaster Preparedness Plan.pdf added as an attachment by Carla McMullen - 2/15/2007 9:49:40 AM  
 By Laws & Articles of Incorporation.pdf added as an attachment by Carla McMullen - 2/15/2007 9:49:44 AM  
 School Parental Contract.doc added as an attachment by Carla McMullen - 2/15/2007 9:49:49 AM  
 Drug Free Workplace Policy.pdf added as an attachment by Carla McMullen - 2/15/2007 9:49:53 AM  
 Employee Handbook.pdf added as an attachment by Carla McMullen - 2/15/2007 9:49:59 AM

Carla McMullen - (School Choice Specialist)  
 Role : Item Author

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Version: **1.1.1.8 - 1.1.3.8**

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## **SCHOOL BOARD SUMMARY**

### **BOARD MEETING**

**February 27, 2007**

**Office of Magnet, Choice and Charter Schools**

**Carolyn Finch**

**534-0631 / 51445**

### **Second Modification to Our Children's Academy contract**

#### **PURPOSE**

To approve the following Our Children's Academy documents submitted by the school to be attached to the contract.

- Appendix 8 – Disaster Preparedness Plan (reviewed by Support Services)
- Appendix 16 – By-Laws and Articles of Incorporation (review N/A)
- Appendix 17 – School's Parental Contract (reviewed by Magnet/Choice/Charter)
- Appendix 18 – Drug Free Workplace General Policy Statement (reviewed by Legal)
- Appendix 20 – School Employee Handbook (reviewed by HR & Risk Management)

#### **OBJECTIVES**

1. Review the key components of each document. (Each has been sent to PCSB staff for comments and/or questions).
2. Include as part of the charter contract.

#### **BUDGET**

Existing charter school budget(s)

#### **FUNDING SOURCE**

Charter school funding based on FTE and categoricals as statutorily defined for charter schools.

**This was placed on the Information Agenda for Work Session on February 13, 2007.**

**McMullen, Carla M.**

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**From:** McMullen, Carla M.  
**Sent:** Wednesday, January 31, 2007 1:22 PM  
**To:** Tonjes, Bruce A.  
**Cc:** Clanton, JoAnne; White, Dorothy M.  
**Subject:** WS - Second Modification to Our Children's Academy contract

**Attachments:** WS-Summary Our Children's Academy Appendices 2.13.07.doc; By-Laws & Articles of Incorporation.pdf; School Parental Contract.doc; Drug Free Workplace Policy.pdf; Employee Handbook.pdf; Disaster Preparedness Plan.pdf

- 01. **Work Session Date:** February 13, 2007
- 02. **Division:** Office of Magnet, Choice and Charter Schools
- 04. **Agenda:** Information Agenda
- 06. **Item:** Second Modification to Our Children's Academy contract
- 08. **SP Reference:** Goal 6
- 09. **Budget:** Current Budget
- 10. **Budget Yrs Impacted:** 2006-2007 and ongoing
- 11. **Funding Source:** FTE and categorical funds allocated to charter schools



WS-Summary Our Children's Acad...



By-Laws & Articles of Incorpor...



School Parental Contract.doc (...



Drug Free



Employee



Disaster

Handbook.pdf (251 KB)eparedness Plan.pdf

## **SCHOOL BOARD SUMMARY**

**WORK SESSION**  
**February 13, 2007**

**Office of Magnet, Choice and Charter Schools**  
**Carolyn Finch**  
**534-0631 / 51445**

### **Second Modification to Our Children's Academy contract**

#### **PURPOSE**

To review the following Our Children's Academy documents submitted by the school to be attached to the contract.

- Appendix 8 – Disaster Preparedness Plan
- Appendix 16 – By-Laws and Articles of Incorporation
- Appendix 17 – School's Parental Contract
- Appendix 18 – Drug Free Workplace General Policy Statement
- Appendix 20 – School Employee Handbook

#### **OBJECTIVES**

1. Review the key components of each document. (Each has been sent to PCSB staff for comments and/or questions).
2. Include as part of the charter contract.

#### **BUDGET**

Existing charter school budget(s)

#### **FUNDING SOURCE**

Charter school funding based on FTE and categoricals as statutorily defined for charter schools.

**McMullen, Carla M.**

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**From:** McMullen, Carla M.  
**Date:** Wednesday, January 24, 2007 4:45 PM  
**To:** 'SHARON COMKOWYCZ'  
**Subject:** Contract Appendices  
**Importance:** High  
**Attachments:** By-Laws & Articles of Incorporation.pdf; School Parental Contract.doc; Employee Handbook.pdf; Disaster Preparedness Plan.pdf; Drug Free Workplace Policy.pdf

Sharon,

I am preparing a work session agenda item for February 13, 2007 in order to place the following items on that work session:

- 1) By-Laws & Articles of Incorporation
- 2) School Parental Contract
- 3) Employee Handbook
- 4) Disaster Preparedness Plan
- 5) Drug Free Workplace Policy

Each of these appendices is attached for your records. Feel free to contact me if you have any questions regarding them. My deadline for submission to work session is January 31, 2007.

Thank you,  
**Carla McMullen**  
**School Choice Specialist**  
**Office of Magnet, Choice and Charter Schools**  
**(863) 534-0625 / 51440**

**McMullen, Carla M.**

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**From:** Murphy, Fred L. - Asst Supt  
**Sent:** Tuesday, January 30, 2007 1:55 PM  
**To:** McMullen, Carla M.  
**Subject:** RE: Disaster Preparedness Plan for Our Children's Academy - Lockdown policy

The plan is very viable. I see no problems with the plan.  
Fred

Fred L. Murphy  
Assistant Superintendent  
Support Services  
Polk District Schools  
[fred.murphy@polk-fl.net](mailto:fred.murphy@polk-fl.net)

**The Mission of Polk County Schools is to ensure rigorous, relevant learning experiences for our students that result in high achievement.**

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**From:** McMullen, Carla M.  
**Sent:** Tuesday, January 30, 2007 1:01 PM  
**To:** Murphy, Fred L. - Asst Supt  
**Subject:** Disaster Preparedness Plan for Our Children's Academy - Lockdown policy  
**Importance:** High

Fred,

Previously you had reviewed the Disaster Preparedness Plan submitted by Our Children's Academy. We are ready to place this on the next work session to be added as an appendix to their contract. Ms. McManus has notified me that she has added an additional policy to address School Lockdown. Would you please review this one-page policy (attached) and provide any comments?

In order to include this with the Work Session agenda, my deadline is **5 PM Wednesday, January 31, 2007.** If you are unable to make this short deadline, we will hold the plan until the following work session.

Thank you,  
**Carla McMullen**  
**School Choice Specialist**  
**Office of Magnet, Choice and Charter Schools**  
**(863) 534-0625 / 51440**



**McMullen, Carla M.**

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**From:** McMullen, Carla M.  
**Sent:** Tuesday, January 30, 2007 1:01 PM  
**To:** Murphy, Fred L. - Asst Supt  
**Subject:** Disaster Preparedness Plan for Our Children's Academy - Lockdown policy  
**Importance:** High  
**Attachments:** school lockdown 1.30.07.doc

Fred,

Previously you had reviewed the Disaster Preparedness Plan submitted by Our Children's Academy. We are ready to place this on the next work session to be added as an appendix to their contract. Ms. McManus has notified me that she has added an additional policy to address School Lockdown. Would you please review this one-page policy (attached) and provide any comments?

In order to include this with the Work Session agenda, my deadline is **5 PM Wednesday, January 31, 2007**. If you are unable to make this short deadline, we will hold the plan until the following work session.

Thank you,  
**Carla McMullen**  
**School Choice Specialist**  
**Office of Magnet, Choice and Charter Schools**  
**(863) 534-0625 / 51440**

**McMullen, Carla M.**

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**From:** McMullen, Carla M.  
**Sent:** Tuesday, January 30, 2007 12:58 PM  
**To:** 'tamara powell'  
**Subject:** RE:

I have received this.

Thank you,  
**Carla McMullen**  
**School Choice Specialist**  
**Office of Magnet, Choice and Charter Schools**  
**(863) 534-0625 / 51440**

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**From:** tamara powell [mailto:tammyocrc@yahoo.com]  
**Sent:** Tuesday, January 30, 2007 12:52 PM  
**To:** McMullen, Carla M.  
**Subject:**

please let me know that you did receive email

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**N** Don't miss an email again!  
Yahoo! Toolbar alerts you the instant new Mail arrives. Check it out.

**McMullen, Carla M.**

**From:** McMullen, Carla M.  
**Sent:** Tuesday, January 30, 2007 11:22 AM  
**To:** 'SHARON COMKOWYCZ'  
**Subject:** RE: Contract Appendices

Sharon,

Please send me the "lock down" policy and I will see if I can get it reviewed before my deadline. I would need to receive it no later than today though via email. As for any other changes to the employee handbook, we can modify it once you are finished with your revisions.

Thank you,  
**Carla McMullen**  
**School Choice Specialist**  
**Office of Magnet, Choice and Charter Schools**  
**(863) 534-0625 / 51440**

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**From:** SHARON COMKOWYCZ [mailto:sharmc@tampabay.rr.com]  
**Sent:** Friday, January 26, 2007 3:41 PM  
**To:** McMullen, Carla M.  
**Subject:** Re: Contract Appendices

We added a lock down policy in to the disaster preparedness handbook and it was approved by our board. I brought it to the charter school meeting the day we were to discuss the need to plan "lock down" for student safety but we never had time to discuss it.

That is the only change to that document.

I am in the middle of adding a number of policies to the employee handbook. That is the only document that has significant additions and some minor changes to existing policies.

The bylaws, articles of incorporation, parent handbook, parent contract, and drug free workplace policies have stayed the same. Can you proceed with these documents and after I finish the Employee Handbook that could be reviewed later as a revision?

Do you need anything else from me other than the fact that I've told you the documents have stayed the same with the exception of the "lock down" policy and the fact the I'm adding policies to the Employee Handbook?

Sharon

----- Original Message -----

**From:** carla.mcmullen@polk-fl.net  
**To:** sharmc@tampabay.rr.com  
**Sent:** Thursday, January 25, 2007 8:59 AM  
**Subject:** RE: Contract Appendices

If you are going to make changes to these documents, they will have to go through the review process again and put off being added to your contract. What changes do you want to make?

Thank you,  
**Carla McMullen**  
**School Choice Specialist**  
**Office of Magnet, Choice and Charter Schools**  
**(863) 534-0625 / 51440**

**From:** SHARON COMKOWYCZ [mailto:sharmc@tampabay.rr.com]  
**Sent:** Wednesday, January 24, 2007 7:58 PM  
**To:** McMullen, Carla M.  
**Subject:** Re: Contract Appendices

Hi Carla,  
Does this mean that if I have any changes or updates to these documents I should make those changes prior to Jan. 31st and send them to you? Do I simply review the documents and change them? I assume I would have to have the changes approved by the OCA board?

Sharon

----- Original Message -----

**From:** [carla.mcmullen@polk-fl.net](mailto:carla.mcmullen@polk-fl.net)  
**To:** [sharmc@tampabay.rr.com](mailto:sharmc@tampabay.rr.com)  
**Sent:** Wednesday, January 24, 2007 4:44 PM  
**Subject:** Contract Appendices

Sharon,

I am preparing a work session agenda item for February 13, 2007 in order to place the following items on that work session:

- 1) By-Laws & Articles of Incorporation
- 2) School Parental Contract
- 3) Employee Handbook
- 4) Disaster Preparedness Plan
- 5) Drug Free Workplace Policy

Each of these appendices is attached for your records. Feel free to contact me if you have any questions regarding them. My deadline for submission to work session is January 31, 2007.

Thank you,

**Carla McMullen**  
**School Choice Specialist**  
**Office of Magnet, Choice and Charter Schools**  
**(863) 534-0625 / 51440**



Office of  
**MAGNET,  
CHOICE &  
CHARTER  
SCHOOLS**  
A Division of Polk County Public Schools

## ***Polk County Public Schools***

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April 4, 2007

Ms. Sharon McManus  
Our Children's Academy  
555 Burns Avenue  
Lake Wales, FL 33853

Re: Second Modification for Our Children's Academy

Dear Ms. McManus:

Enclosed please find three (3) original Second Modifications for Our Children's Academy that was approved by the School Board on February 27, 2007. Please have your officers sign the originals, keep an original for your files, and return the other two originals to us.

If you have any questions feel free to call our office at 534-0625.

Thank you,

Carla McMullen  
School Choice Specialist  
Office of Magnet, Choice and Charter Schools

Enclosure

cc: Wes Bridges

P.O. Box 391  
Bartow, Florida 33831  
  
1915 South Floral Avenue  
Bartow, Florida 33830  
  
Phone 863-534-0631  
Fax 863-534-0097

**Carolyn Finch**  
Senior Director

**Brian Warren**  
Senior Coordinator

**Carla McMullen**  
School Choice Specialist

**Marie Fenn**  
School Choice Specialist

**Sylvia Williams**  
Student Assignment Specialist

**Janet Cameron**  
Student Data Entry Clerk

**Dorothy White**  
Secretary

